

Administration Committee

2003-03-05 13:30:00.0

The Administration Committee considers matters relating to MTC administration, budget and agency contracts.

This agenda was updated 2005-05-23 17:31:11.0. It is accurate to the best of our knowledge at that time.

For assistance, please contact Kimberly Ward, kward@mtc.ca.gov, (510) 817-5967

This meeting will be [audiocast](#) on the MTC Web site during the meeting, and an [audio file](#) will be available for approximately one month after the meeting date.

Roll Call

1.

Action: Confirm Quorum

Minutes - Meeting of February 19, 2003*

2. **Action:** Committee Approval

- [1 A&O minutes February 03.doc](#)

Monthly Financial Statements*

3. **Presented by:** E. Sun

Action: Receipt

Investment Report February 2003*

Presented by: B. Mayhew

4. **Action:** Receipt

- [INVEST REPT jan2003.xls](#)

- [MTC Investment report -jan 2003- mayhew.doc](#)

The following items are proposed contracts with various consulting firms and other vendors to provide MTC with goods and professional services to carry out the agency's work program.

Consent

5.

Action: Committee Approval

Change Order - TravInfo® 511 Telecommunications: PB Farradyne, Inc.*

a) **Presented by:** M. Berman

- [PB Farradyne Change Order Berman.doc](#)

Purchase Order - Printing of 2002 MTC Annual Report: TBD*

b) **Presented by:** J. Curley

- [Printing 2002RTP AnnualReport.doc](#)

6. Contracts

Contract and Funding Agreements - Community-Based Transportation Planning Pilot Program*

a) **Presented by:** T. Knudsen

Action: Committee Approval

- [CBTPPilotProgram Knudsen.doc](#)

i) Richmond-Area Plan - TBD

ii) Alameda, Napa, San Mateo, Solano CMAs

Funding Agreements - Low Income Flexible Transportation (LIFT) FY 2002-03 Grants*

b) **Presented by:** E. Baker

Action: Committee Approval

- [LIFT Funding Agreements Baker.doc](#)

Contract Amendment - Data Integration Project System Development: Booz?Allen & Hamilton*

c) **Presented by:** T. Bryan

Action: Committee Approval

- [Data Integration Bryan.DOC](#)

TransLink® Fare Payment System

d) **Presented by:** R. Driver

Action: Committee Approval

TransLink® Capital Budget Update*

i)

- [TL_Budget.doc](#)

Change Order - TransLink® Implementation: Motorola/ERG*

ii)

- [TL_Change_Order.doc](#)

Business Meeting Expenses

7. Presented by: S. Heminger

Action: Committee Approval

8. Other Business/Public Comment

9. Next Meeting/Adjournment

Next meeting

2003-04-09 09:30:00.0

Joseph P. Bort Metro Center

Lawrence D. Dahms Auditorium

101 Eighth Street

Oakland, Ca. 94607

*Attachment sent to committee members, key staff and others as appropriate. Copies will be available at the meeting.

**All items on the agenda are subject to action and/or change by the Committee. Actions recommended by staff are Subject to change by the Committee.

***The MTC chair and vice-chair are ex-officio voting members of all standing committees. A quorum of this committee shall be a majority of its regular non-ex-officio voting members (5)

+Non-Voting member.

Every member of the Commission who is not otherwise designated as a member of this committee is an ad hoc non-voting member. Although a quorum of the Commission may be in attendance at this meeting, the committee may take action only on those matters delegated to it. The committee may not take any action as the full Commission unless this meeting has been previously noticed as a Commission meeting.

The vote of an ex-officio member shall count to satisfy a committee quorum if there are not sufficient regular members of the Committee in attendance. In addition, an ad hoc non-voting committee member may be designated by the committee chairperson as a voting member for

this particular committee meeting if an additional voting member is needed for a committee quorum.

Public Comment: The public is encouraged to comment on agenda items at committee meetings by completing a request-to-speak card (available from staff) and passing it to the committee secretary or chairperson. Public comment may be limited by any of the procedures set forth in Section 3.09 of MTC's Procedures Manual (Resolution No. 1058, Revised) if, in the chair's judgment, it is necessary to maintain the orderly flow of business.

Record of Meeting: MTC meetings are tape-recorded. Copies of recordings are available at nominal charge, or recordings may be listened to at MTC offices by appointment.

Sign Language Interpreter or Reader: If requested three (3) working days in advance, sign language interpreter or reader will be provided; for information on getting written materials in alternate formats call 510/464-7787.

Transit Access to the MetroCenter: BART to Lake Merritt Station. AC Transit buses: #11 from Piedmont or Montclair; #59A from Montclair; #62 from East or West Oakland; #35X from Alameda; #36X from Hayward.

Parking at the MetroCenter: Metered parking is available on the street. No public parking is provided at the MetroCenter. Spaces reserved for Commissioners are for the use of their stickered vehicles only; all other vehicles will be towed away.